

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 15 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/09/2011		2. CONTRACT NO. (If any) EP-W-11-011		6. SHIP TO: a. NAME OF CONSIGNEE Cheryl R. Brown	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. PR-OA-11-00340			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR CH2M HILL INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9191 S JAMAICA STREET				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Englewood		e. STATE CO	f. ZIP CODE 80112		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/OP	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM		<input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/29/2011	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order #0006 See Statement of Work entitled "Creating a Sustainable Communities Hot Report: a Web based Planning Tool for Sustainable Community Planning" Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(f) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$115,388.20
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Jami Rodgers
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/09/2011	CONTRACT NO. EP-W-11-011	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>TOPO: Ted Cochin Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 11/09/2011 to 02/20/2012</p> <p>This contract shall build off of EPA's continued work to make performance measurement, data, and software tools for sustainable community planning more attainable and effective in communities across the U.S.</p> <p>Task Order #0006 See Statement of Work entitled "Creating a Sustainable Communities Hot Report: a Web based Planning Tool for Sustainable Community Planning"</p> <p>Accounting Info: 11-12-B-11WB-402MA4B-2505-1111W1C097-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WB Program (PRC): 402MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C097-001 Funding Flag: Complete Funded: \$64,500.00 Accounting Info: 11-12-B-11WC-402MA4B-2505-1111W1C097-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 402MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C097-002 Funding Flag: Complete Funded: \$50,888.20</p> <p>The obligated amount of award: \$115,388.20. The total for this award is</p>				115,388.20	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$115,388.20

Statement of Work
Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011
RFO number: [to be inserted]

I. TITLE: Creating a Sustainable Communities Hot Report: a Web based Planning Tool for Sustainable Community Planning

II. PERIOD OF PERFORMANCE:

Phase I from Issuance to January 26, 2012

Phase II from January 27, 2012 to February 20, 2012

III. BACKGROUND:

On June 16, 2009, the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA) joined together to create the Partnership for Sustainable Communities to help communities nationwide improve access to affordable housing, increase transportation options, and lower transportation costs while protecting the environment. In order to help communities assess current conditions and measure progress towards these goals, the Partnership for Sustainable Communities (PSC) has proposed a set of performance measures that are tied to six livability principles. Furthermore, EPA is working to evaluate, test, and refine these measures based on data availability as well as relevance to decisions facing local community leaders. However, due to both resource constraints and a lack of technical capacity, many cities, towns, and regions across the U.S. remain challenged in their ability to utilize data to assess current conditions or measure progress towards sustainable community goals.

IV. PURPOSE AND OBJECTIVE:

This task order shall build off of EPA's continued work to make performance measurement, data, and software tools for sustainable community planning more attainable and effective in communities across the U.S. While an array of extremely sophisticated software tools for regional and community planning currently exists, reflecting years of development and practice experience, the PSC has made it a priority to expand the functionality and range of societal issues addressed through types of data available and the tools themselves. By making critical socioeconomic data and new applications more readily available, policy makers will have access to information critical to making informed decisions related to issues such as jobs-housing balance, household transportation burden, and fiscal health.

Virtually every effort to expand the use of performance measures and/or deploy software tools in regional and local planning faces the challenge of resources, technical capacity and data limitations, especially in regard to socioeconomic data. In many cases, the relevant federal and local data are:

- Extremely expensive and difficult to access;
- Not available in a format recognizable to software tools and web-based applications;
- Static, outdated, lacking the proper cataloging or descriptive metadata;
- Prone to inconsistent application and misalignment with other datasets;
- In need of data processing that is beyond the capacity of most local governments.

A vicious cycle results when only the wealthier jurisdictions can afford to adequately plan for their long range economic futures. When the less prosperous and/or rural areas don't have the resources or capacity to acquire the data or purchase and deploy the necessary planning tools to plan for the future, the national, regional, and local equity, income, and fiscal gap becomes even wider for many years to come. Realizing that many of these challenges are complex and will require a great deal of time and resources to solve, the HUD-DOT-EPA Partnership for Sustainable Communities is seeking contractor support as a first step in catalyzing and coordinating efforts toward development of low cost and easy-to-use planning software tools and more coherent data and accessible national data infrastructure.

The primary product of this task order shall be a simple, easy to use, dynamic, and interactive website that presents a series of sustainable community measures and indicators for a selected geographic community of interest. The most obvious purpose of the website shall be to support individual, community, and regional -based efforts to promote development that is consistent with the Partnership livability principles. In addition, the Partnership for Sustainable Communities highly anticipates that the technical analysis, data needs assessment, and testing required to develop the website will also serve as a blueprint for addressing the broader challenges previously described.

The website shall focus on a select group of 6-8 measures that can be calculated at the community scale using only national data (Socioeconomic, geospatial and transportation related,) resources such as the U.S. Census Bureau's American Community Survey (ACS) (primarily the 5-year ACS for block level data as well as the 1-year ACS), The Decennial Census, and Longitudinal Employer-Household Dynamics (LEHD). EPA has already identified a series of potential measures that could be implemented through this website (see Appendix A).

The Partnership has identified an existing software platform upon which to develop such a web-based planning tool for sustainable community planning capable of acquiring, compiling and visualizing rich socioeconomic and geospatial information in a variety of graphic and reporting formats. The U.S. Census Bureau's Data Web is a network of online data libraries functioning as a seamless unified virtual data warehouse that provides an infrastructure for intelligent browsing. The software and customizable website template are available for download from the census website at no charge and they include step-by-step instructions and tutorials for installation.

The DataWeb Framework includes:

- Web services to provide easy access to the most current, publically available data from disparate locations across the internet using DataFerrett¹ as its interface.
- HotReports, a website builder for presenting DataWeb collections.
- The ability to manipulate and visualize datasets in multiple websites at once, yet still maintained and dynamically updated as a single instance of the dataset.

The main advantages of using the DataWeb are: (1) it is the most up-to-date data available, (2) it is dynamically updated via webservice, and (3) it is fed directly from the government agency where it is created and/or stored. For these and many other reasons, the HUD-DOT-EPA Partnership for Sustainable Communities requests that the contractor utilize the DataWeb, HotReports, Data FERRETT, and related elements as the primary infrastructure and technical approach for developing and deploying a *Sustainable Communities Hot Report*. An example Hot Report that provides a reasonable approximate of the end product we seek can be found at <http://lehd.did.census.gov/led/datatools/hotreport.html>.

V. QUALITY ASSURANCE (QA) REQUIREMENTS

The Contractor shall submit with their technical proposal a short written Quality Assurance Project Plan since this project generates environmental data.

VI. TASKS AND DELIVERABLES

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions and/or comments to the contractor. The Contractor shall prepare the final deliverables incorporating the TO COR's comments. The Contractor shall provide the TO COR with both electronic and hard copy versions of all deliverables. Deliverables shall be submitted as Microsoft Word documents or in another format that can be easily edited by EPA.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including the actual determination of EPA policy and preparation of documents on EPA letterhead.

Utilizing knowledge and experience in developing web-based databases and mapping applications, the Contractor shall be responsible for developing and deploying a *Sustainable Communities Hot Report*. This Hot Report shall be a web-based planning tool for sustainable community planning capable of acquiring, compiling and visualizing rich socioeconomic and geospatial information in a variety of graphic and reporting formats.

The Sustainable Communities Hot Report shall present data, visualizations, and interpretive

¹ FERRETT is an acronym for "Federal Electronic Research, Review, and Extraction & Tabulation Tool" and it enables users to locate, extract, download and/or perform limited on-line manipulations of statistical information drawn from a wide array of Federal data collections.

material to support communities in assessing baseline conditions as well as progress towards sustainable community goals. In addition, it shall emphasize multi-faceted views of conditions and trends using charts, interactive maps, tables and dynamic text. Topics shall include the economy, transportation, housing, and the environment.

The Hot Report should be designed to be easily used by a broad audience while also addressing the information needs of local decision makers. For instance, some measures should emphasize issues and trends over which local and regional decision makers have at least some direct control (e.g., percent of new housing development near employment centers), while others emphasize broader outcomes that impact community livability (e.g., vehicle miles traveled (VMT) per capita or median household transportation costs). To the greatest extent possible, the Sustainable Communities Hot Report shall focus on measures that can be calculated at the sub-regional and community scale using only national data resources such as the U.S. Census Bureau's Five Year (as well as One Year) American Community Survey (ACS) for block level data, the Decennial Census, and where feasible, the Longitudinal Employer-Household Dynamics. The Census Bureau will provide guidance and assistance on which datasets are available at the appropriate geographic scale and on how to perform conversions between different geographies, Transit Analysis Zones (TAZ), Census Block and Census Tract, Zip Code and other geographic boundaries and scales.

The contractor shall evaluate how the DataWeb can be most productively utilized to support the development of the Sustainable Communities Hot Report. As an initial requirement of this work, the contractor shall become familiar with steps necessary to perform the following basic tasks:

- Developing a highly modular and interoperable web-based application utilizing the DataWeb, DataFerrett, and other applications and protocols to be provided by the U.S. Census;
- Creating custom visualizations that use the web services query and extraction functionality of the DataWeb to call, retrieve, and manipulate data from DataWeb resources;
- Integrating socio-economic, tabulations, maps, and line graphs utilizing various database manipulations, geocoding, and mapping operations of the DataFerrett; and
- Accessing and extracting data from different data base structures and normalizing it into a standard stream of data (this shall require installation of the DataWeb software).

Phase I

Task 1: Develop a proposed structure and content for a Sustainable Communities Hot Report (II.A.1, Qualitative Research, Quantitative Analysis, Modeling, and Database Management, Pages 9-12)

The contractor shall be familiar with the draft Partnership for Sustainable Communities Performance Measures and similar metrics and indicators used in sustainability-focused planning efforts. The draft Partnership measures and other common sustainable community indicators used across the country (particularly those that can be derived from national datasets) shall be the focus of what is proposed under this task. This analysis shall examine the most appropriate readily available datasets that correspond with the performance measures identified by the PSC Sustainable Communities Performance Measures working group (see Appendix A).

The contractor shall provide expert advice and guidance related to performance measures and indicators used for sustainability planning at a community and regional scale, including measures, metrics, and indicators associated with regional/community vision plans, integrated plans, sustainable community strategies, or other scenario-based planning efforts. The contractor shall consult with the TO COR to prioritize a select number of between 6-8 measures for inclusion, to evaluate user needs, and determine how the Sustainable Communities Hot Report could be structured to most effectively support community-based efforts to promote development that is consistent with the Partnership livability principles.

As part of this task, the Contractor shall gather information, and gain an in-depth understanding of the structure, design, functions and capabilities of the DataWeb and DataFerrett. It is expected that the contractor shall gain the necessary knowledge and skills to perform the following:

- Publishing metadata to the DataWeb network;
- Utilizing the DataFerrett to create data integrations, tabulations, maps, and line graphs;
- Installing DataWeb software on a test site so that it can access statistical databases;
- Authoring HotReports to create dashboards for Sustainable Community Development;
- Understanding the unique DataWeb metadata and data formatting requirements;

Much of this shall be accomplished using the online DataFerrett Tutorials available at:
<http://dataferrett.census.gov/support/DataFerrettTutorial/index.html>

Once the contractor has acquired the necessary knowledge and skills they shall meet onsite at the U.S. Census Bureau with the Census Team. While on-site, the Contractor shall further evaluate the capabilities and available data collections within the Census DataWeb framework that could support the Sustainable Communities Hot Report. In particular, the contractor shall review technical documentation and meet with Census Bureau staff members to better understand how the existing DataWeb framework and data collections can be used to fulfill the general website functionality and design criteria identified through contractor discussions with

the TO COR. Drawing on previous experience in designing modular web based database applications the contractor shall gain a thorough understanding of the unique data format and metadata requirements necessary for data to be dynamically fed into the DataWeb and to perform web services queries. The contractor shall also gain an in-depth understanding of the database structure and various front end and back end elements of the Community Economic Development Hot Report (<http://lehd.did.census.gov/led/datatools/hotreport.html>), including the existing capabilities to create custom charts, measures, maps, images and narrative descriptions. The contractor shall then incorporate these elements and attributes into the initial design of the user interface for a Sustainable Communities Hot Report with content, database structure, and underlying web architecture that is more specifically aimed at addressing sustainable community indicators, principles and strategies. Portions of the site visit shall include working sessions between the Contractor, Census, and others. The Census site visit shall likely be one to two days in length. Dates for the site visit shall be identified in consultation with EPA, the Contractor and the Census Bureau.

The results of the site visit and related analysis shall be delivered in the form of a 6-10 page draft memo describing the proposed variables and overall structure of the Sustainable Communities Hot Report-based tool to include the following:

- Website design, structure, and underlying web architecture;
- Capabilities and available data collections within the Census DataWeb framework;
- Proposed datasets, their source, and how they will be fed into the HotReport;

The initial design schematic shall include all the necessary design elements, including a basic set of indicators, visualizations and illustrations, database structure and data sources that shall be the primary content of the Hot Report tool. As part of the memo, the Contractor shall also:

- Create a table summarizing each of the performance measures/indicators that are proposed for inclusion and a data visualization approach for each;
- Research previous efforts aimed at enhancing the usability of the Hot Report and DataFerrett interfaces such as this: <http://www.bls.gov/osmr/pdf/st000200.pdf>; and
- Include a detailed project schedule, including milestones, deliverables, roles and responsibilities.

The Contractor shall participate in no fewer than 3 conference calls (each approximately two hours in length) with the TO COR and, when appropriate, the Census Team prior to the visit to the U.S. Census. The purpose of the first call shall be to kick-off the project and discuss a basic process for prioritizing measures for inclusion, evaluating user needs, and defining an overall structure for the Sustainable Communities Hot Report; select a site visit date; discuss the goals and schedule of the site visit; and identify data needs. The second call shall include the Contractor, TO COR and Census Team and shall focus on finalizing the schedule and logistics for the Census visit. The third call shall serve as a debrief following the site visit. The TO COR shall schedule these calls.

Phase I

Task 2: Develop a prototype version of the Sustainable Communities Hot Report

(II.A.1, Qualitative Research, Quantitative Analysis, Modeling, and Database Management, Pages 9-12)

Based on the findings, recommendations, design specifications, and data resources from Task 1, and utilizing their extensive scalable and maintainable software development skills, the Contractor shall develop a working prototype/“beta test” version of the Sustainable Communities Hot Report with the following *features and functionality*:

- It should allow the user to easily identify and select a geographic area of interest - single municipality, county, or a metropolitan statistical area;
- After the user selects the geographic area of interest, the website should present a dynamic and interactive report that visualizes and explains key performance measures relevant to the six Partnership Livability Principles. Whenever possible, measures should be presented in a way that shows trends over time and/or space in order to enable the user to interpret progress towards meeting community goals;
- It should provide easily accessible explanatory text to assist the user with interpreting the meaning and significance of each measure;
- It should allow for report customization so users are able to select, measure and visualize a variety of socioeconomic and geospatial data.

As with all Hot Reports, the data shall be maintained and updated by the collecting agency, utilizing the existing functionality and protocols of the DataWeb. This dynamic report shall automatically pull the most recent data release so that the information presented shall continue to remain current. In developing the working prototype the contractor shall draw on their extensive background in sustainable community planning and performance measurement and consider a range of factors related to the intended use cases and intended users.

In order to most effectively support regional and community-based efforts, the Sustainable Communities Hot Report should focus on information that serves to both track trends related to sustainable community development as well as to identify specific locations at the regional, community and neighborhood scales where opportunities for making progress on one or more indicators exist. The design of the Sustainable Communities Hot Report for these different “use cases” should emphasize content and structure that is easy for a wide range of users – from technically oriented planning staff to public users with limited technical background but who are interested in sustainable community planning.

In particular, the front-end or user interface should, at a minimum, include easy-to-use functions that allow the user to select the following:

- **User** for selecting between regional user, county user, or community user.
- **Location** for selecting the study location from either a multi-tiered (state, county, block/zip code) pull-down list or from a GIS -based map interface.
- **Output** for selecting between either (a) tabular reports on baseline conditions and aggregate trends or graphical image displays with mapping/spatial illustration.

A draft working prototype of the Sustainable Communities Hot Report shall be delivered to the TO COR within 20 calendar days of submitting the final task 1 memo. The TO COR shall test review the draft working prototype of the Sustainable Communities Hot Report and provide comments to the contractor within 14 calendar days after posting/receipt of the draft working prototype of the Sustainable Communities Hot Report. The Contractor shall modify/revise the draft working prototype and submit to the TO COR a working prototype of the modified Sustainable Communities Hot Report within 14 calendar days of receiving EPA comments.

Phase I

Task 3: Guidance, technical support, and testing of the beta Sustainable Communities Hot Report (II B. Technical Assistance, Page 17)

As part of this task, the contractor shall develop materials for, and deliver, a webinar for an audience of 8 potential users, practitioners, decision-makers and other representatives from within the community/regional planning field. The webinar shall be designed to:

- Provide technical support on sustainable community indicators and measures;
- Demonstrate the functionality and capabilities of the beta Sustainable Communities Hot Report;
- Provide an opportunity for the audience to request guidance or offer any unsolicited initial suggestions or feedback on the effectiveness and usability of the tool.

The webinar also serve as the orientation session for the 30 day beta review phase. As part of this task, the Contractor shall prepare a draft agenda to be delivered to TO COR no less than 14 days prior to the webinar. The Contractor shall participate in one conference call with the TO COR prior to the webinar (approximately two hours in length). The purpose of the call shall be to identify a list of beta testers to include in the webinar and beta testing process and to review the schedule and logistics for the webinar and the review period. The TO COR shall schedule these calls. At the conclusion of the review period, the contractor shall conduct a final conference call with the beta review group and allow members of the user group to ask any questions or share their thoughts on the effectiveness usability of the tool.

Beta Test/Next Steps Memos and Product Review Report

As part of this task, the Contractor shall deliver individual Beta Test/Next Steps Memos (3-4 pages in length) for each of the 8 members of the testing group within 14 days of completing the final conference calls with the 8 members of the testing group. Each Beta Test /Next Step Memo shall include a brief summary of all feedback and lessons learned suggestions for additional data or functions, copies of all materials distributed and a set of options on how to address any sustainable community related issues raised during the testing phase. The Contractor shall also prepare a draft Product Review Report (6-8 pages), summarizing the Beta Test /Next Steps Memos and describing the additional recommended modifications to the draft Sustainable Communities Hot Report. The TO COR shall provide comments on the first drafts of the 8 Beta Test/Next Steps Memos and the Product Review Report within 14 calendar days. Upon receipt of the comments on the first drafts of the 8 Beta Test/Next Steps Memos and the Product Review Report, the Contractor shall deliver the final drafts of the 8 Test Report/Next Steps Memos and the Product Review Report.

Phase I

Task 4: Posting an Initial Live version of the Sustainable Communities Hot Report on the Partnership for Sustainable Communities website (II.A.1, Qualitative Research, Quantitative Analysis, Modeling, and Database Management, Pages 9-12)

Based on lessons learned from the Beta review stage, the contents of the Product Review Report, and feedback from the TO COR, the contractor shall produce and post on either the Partnership for Sustainable Communities website (<http://www.sustainablecommunities.gov/>) or the EPA website at <http://www.epa.gov>, a live version of the Sustainable Communities Hot Report within 20 calendar days after submitting the final drafts of the 8 Test Report/Next Steps Memos and the Product Review Report. As part of this task, the contractor shall also develop and post a Developer Resources Page that includes URLs to access other relevant data as directed by the TO COR. All datasets listed on the Developer Resources Page shall include descriptions of the actual data sources, the exact name of the originating Federal Program from which the data originated, limitations on their use, variance, and any other pertinent information. The TO COR shall provide the correct URL and formatting requirements for posting the Sustainable Communities Hot Report. The TO COR shall provide comments and identify any technical issue related to the live Sustainable Communities Hot Report within 30 calendar days of posting.

Phase II

Task 5: Posting of Final Version of the Sustainable Communities Hot Report

(II.A.1, Qualitative Research, Quantitative Analysis, Modeling, and Database Management, Pages 9-12)

During the 60 day live Troubleshooting Period after initial posting, the contractor monitor the operation and activity of the Sustainable Communities Hot Report on a biweekly basis and resolve any problems that should arise. A Final Report (2-3 pages) summarizing any corrective actions taken and recommendations for additional modifications shall be submitted to the TO COR within 14 days after the Live Troubleshooting Period has closed.

The TO COR shall review the Final Report and deliver comments and any additional modifications to the Sustainable Communities Hot Report and Developer Resources Page to the contractor within 14 calendar days after receipt of the report. The Contractor shall modify/revise the draft working prototype of the Sustainable Communities Hot Report and submit to the TO COR a working prototype of the modified Sustainable Communities Hot Report within 14 calendar days of receiving EPA comments. A Final Version of the Sustainable Communities Hot Report and Developer Resources Page shall be posted within thirty business days of receipt of the comments from the TO COR incorporating any technical or content-related modifications.

SCHEDULE FOR DELIVERABLES: (to be completed)

The contractor shall provide the following specific deliverables to the EPA TO COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 1:	Participation in Conference Calls	4, (estimated 2 hours per call)	Late August - September, 2011 <ul style="list-style-type: none"> • Call 1 & 2 prior to Census visit; • Call # 3 post Census visit
Task 1:	Participation in Census Visit	1 visit, 2 days in length	September, 2011
Task 1:	Memo	1 memo, 6-10 pages, MS Word	September, 2011 <ul style="list-style-type: none"> • First draft of memo within 14 calendar days after debrief call; • Final memo, within 14 calendar days of receipt of EPA comments on initial draft.
Task 2:	Participate in Call	1 call, 2 hours in length	October , 2011
Task 1:	Working prototype of the Sustainable Communities Hot Report		October, 2011 <ul style="list-style-type: none"> • Draft working prototype delivered to the TOPO within 25 business days of submitting the final task 1 memo. • TOPO shall provide comments to the contractor within 14 calendar days after posting/receipt of the draft working prototype of the Sustainable Communities Hot Report. • Modifications to working prototype within 14 calendar days of receiving TOPO comments.
Task 3:	Participate in pre- webinar conference calls	1 call, each approximately two hours in length.	October, 2011
Task 3:	Develop materials for and undertake to deliver a webinar.		November, 2011 <ul style="list-style-type: none"> • Contractor shall prepare a draft agenda 14 days prior to the webinar.
Task 3:	Review and testing period		20 business days
Task 3:	Next Steps Memos and Product Review Report	8 memos 3-4 pages 1 report, 6-12 pages, MS Word	November 2011 <ul style="list-style-type: none"> • Drafts of memos and report within 20 calendar days of webinar; • Revised Drafts within seven days of EPA comments; • Final drafts within 14 calendar days of EPA delivery of final edits.
Task 4:	The Initial "Live" Sustainable Communities Hot Report on Federal website.		December 2011 <ul style="list-style-type: none"> • Initial Live Final Sustainable Communities Hot Report within 30 calendar days of webinar.
Task 5:	Final Summary Memo and FINAL Live Sustainable Communities Hot Report on Federal website.		December 2011 <ul style="list-style-type: none"> • Final Summary Memo within 14 days after close Live Troubleshooting Period • FINAL website posted within 60 calendar days of posting calendar days of webinar.

Appendix A - DataWeb and relevant performance measures

The following links provide information on the datasets that have the highest potential to be incorporated into the Sustainable Communities Hot Report with a fairly low level of effort and thus the initial focus of this particular task:

- Community Economic Development HotReport Measures by County
<http://lehd.did.census.gov/led/datatools/doc/CED%20measures.pdf>
- LEHD Origin-Destination Employment Statistics Download
<http://lehd.did.census.gov/led/datatools/onthemap.php?name=DownloadOTMData>
- LEHD Origin-Destination Employment Statistics Dataset Structure
<http://lehd.did.census.gov/led/onthemap/OnTheMapDataTechDoc5.0.pdf>
- Geographic Data in OnTheMap
<http://lehd.did.census.gov/led/datatools/onthemap.php?name=GeographicData>

Information on individual datasets

- LEHD's Quarterly Workforce Indicators (QWI), which links employer unemployment insurance filings and employee wage records to provide data on jobs created, separations, turnover, and average wages by industry, gender, and age of workers. The geography is limited to county and metro areas.
- The American Housing Survey (AHS), primarily the 5 year ACS, also the 1 year ACS
<http://www.census.gov/hhes/www/housing/ahs/ahs.html>
- The Decennial Census of Population and Housing
<http://www.census.gov/prod/www/abs/decennial/>
- Business pattern data - County Business Patterns (CBP), Metro Business Patterns (MBP), ZIP Code Business Patterns (ZBP) at <http://www.census.gov/econ/cbp/>
- Local Area Unemployment Statistics (LAUS)
<http://www.bls.gov/lau/home.htm>
- Survey of Business Owners characteristics of businesses and business owners
<http://www.census.gov/econ/sbo/>
- Occupational Employment Statistics http://www.bls.gov/oes/current/county_links.htm
- Census Transportation Planning Products (CTPP)
http://www.fhwa.dot.gov/planning/census_issues/ctpp/
- The Bureau of Labor Statistics Economy at a Glance - data for metropolitan areas
<http://www.bls.gov/eag/>
- Additional modeled data and or visualizations from LEHD's On the Map- dynamic web-based maps that show the relationship between where people live and where they work, by county, city and census tract and block.

List of measures that can be implemented with existing DataWeb-accessible data

Transportation Choices	Commute mode share by year (SOV, carpool, transit, bike, etc.)	Line graph, one line per mode	1990 & 2000 Census; ACS	Region, municipality, neighborhood
	Median household transportation costs	Line graph	ACS	Region, municipality, neighborhood
	Distance traveled to work (by work location)	Line graph, one line per distance category	OnTheMap;	Region, municipality, neighborhood
	% of population living in compact neighborhoods	Line graph,	Census; 5 yr ACS	Region, municipality,
	% of population living in mixed use neighborhood	Line graph	Census; ACS; OnTheMap	Region, municipality,
Housing Affordability	Number of homes affordable to moderate / low income households	Line graph	ACS	Region, municipality, neighborhood
	Percent of Households with Housing Costs Greater than 35% of Income	Line graph	5yr ACS,	Region, municipality, neighborhood
	Number of affordable homes within ½ mile of a major empl. center	Line chart	5 yr ACS; OnTheMap;	Region, municipality
	Percent of low income households within X mile of major employment centers	Line graph		
	Education attainment (% High school graduates, %Bachelor degree, % graduate degree, etc.)	Line chart	5 yr ACS; OnTheMap;	Region, municipality
Economic Competitiveness	% unemployed	Line graph (one per category)	5 yr ACS	Region, municipality, neighborhood
	Poverty rate	Line graph	USA Counties	Region, county
	Share of children living below poverty line	Line graph	5 yr ACS Decennial	Region, municipality, neighborhood
	Concentration of poverty	Line graph	5 yr ACS	Region, municipality, neighborhood
	Minority segregation (dissimilarity index comparing a minority group to majority racial/ethnic group)	Line graph	5 yr ACS	Region, municipality,
	Percentage of residents living in census tracts with high concentration of poverty / minority segregation	Line graph (one line per minority group analyzed)	ACS	Region, municipality,
	Real median household income	Line graph	ACS	Region, municipality,
	Real per capita income	Line graph	ACS	Region, municipality, neighborhood
	<i>Equitable economic development: Job growth/loss by wage level (high, medium, low)</i>	Line graph in current year dollars	ACS	Region, municipality, neighborhood

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 01/23/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: NA 9191 S JAMAICA STREET Englewood CO 80112		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0006	
				10B. DATED (SEE ITEM 13) 11/09/2011	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Ted Cochran

The purpose of this administrative modification to Task Order #0006 under Contract EP-W-11-011 is to recapitulate the break-down between cost and fee pools for EPA's Finance Center as follows:

Cost: (b)(4)

Fixed Fee: (b)(4)

Cost Plus Fixed Fee: \$115,388.20

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0006/001

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NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 11/09/2011 to 02/20/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 04/04/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: NA 9191 S JAMAICA STREET Englewood CO 80112		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0006	
				10B. DATED (SEE ITEM 13) 11/09/2011	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Ted Cochran

The purpose of this modification to Task Order #0006 under Contract EP-W-11-011 is to extend the period of performance end date through January 26, 2013 to coincide with the end of the current Option Period I. The overall value of this order remains unchanged.

LIST OF CHANGES:

Reason for Modification: Other Administrative Action

Period Of Performance End Date changed from 20-FEB-12 to 26-JAN-13.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0006/002

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NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 11/09/2011 to 01/26/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 05/30/2012		4. REQUISITION/PURCHASE REQ. NO. PR-OA-11-00403		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: NA 9191 S JAMAICA STREET Englewood CO 80112				(x)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				x			10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0006
							10B. DATED (SEE ITEM 13) 11/09/2011
CODE (b)(4)				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$4,413.21
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Clause I.3 Ordering (FAR 52.216-18) (OCT 1995)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Ted Cochran

The purpose of this modification to Task Order #0006 under Contract EP-W-11-011 is to approve the Contractor's proposal dated April 11, 2012 and obligate additional funds to fully fund said order as set forth below.

LIST OF CHANGES:

Reason for Modification: Additional Work

Total Amount for this Modification: \$4,413.21

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0006/003

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OF

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NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: \$119,801.41 New Total Amount for this Award: \$119,801.41 Obligated Amount for this Modification: \$4,413.21 New Total Obligated Amount for this Award: \$119,801.41</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$115,388.20 to \$119,801.41 Obligated Amount for this modification: \$4,413.21</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 11-12-B-11WC-402MA4B-2505-1111W1C099-002 Beginning Fiscal Year 11 Ending Fiscal Year 12 Fund (Appropriation) B Budget Organization 11WC Amount: \$4,413.21</p> <p>Cost/Fee Funded Levels and Ceilings: Cost: (b)(4) THIS ACTION) = (b)(4) Fixed Fee: (b)(4) THIS ACTION) + (b)(4) Cost Plus Fixed Fee: (b)(4) (THIS ACTION) = \$119,801.41 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 11/09/2011 to 01/26/2013</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: NA 9191 S JAMAICA STREET Englewood CO 80112				(x) 9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0006		
				10B. DATED (SEE ITEM 13) 11/09/2011		
CODE (b)(4)		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: (b)(4)
 TOPO: Ted Cochran
 The purpose of this administrative modification to Task Order #0006 under Contract EP-W-11-011 is to shift funds in the amount of (b)(4) from fee to cost. The revised break-down between cost and fee pools for EPAs Finance Center is as follows:

Cost: (b)(4)
 Fee: (b)(4)
 Cost Plus Fixed Fee: \$119,801.41

Delivery Location Code: HPOD
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0006/004

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NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 11/09/2011 to 01/26/2013</p>				